DDI Alliance Executive Board Meeting
April 18, 2016

Attendees: Steve, Bill, Achim, George, Jared, Leanne

Alliance leadership

a. Scientific Committee -- Nominations for Chair and Vice Chair were accepted the latter half of March. The following individuals were nominated: Achim Wackerow, Michelle Edwards, and Marcel Hebing. Election will be held in May.
b. Vice Chair for Executive Committee -- Bill Block has agreed to be Vice Chair.
c. David Schiller has left the IAB -- Our interpretation of the Bylaws is that David cannot continue to serve on the Executive Board since he is no longer organizationally affiliated with a Full Member. We will need to hold a new election to fill the vacant seat. Will initiate the process at the annual meeting.

Budget update

a) Current FY16 – The budget for the current fiscal year is on track to be balanced or netting a surplus. We had budgeted a fiscal year deficit of $39,801, with total revenue of $93,500 (and expenses totaling $133,301). Our accountant expects to collect all remaining membership dues, so revenue should come close to the original budget projections. Expenses are lower than expected due to low spending in the following line items: Communications role ($0 spent, $15K budgeted), DNS work ($0 spent, $4K budgeted), Marketing (estimate ~$5K will be spent, $15K budgeted), and Training ($1,073 spent, $15K budgeted). Travel and Hosting, which covers sprints, should come out even ($31K budgeted), with $24,396 spent so far and another $5,300 expected in expenses through the end of the fiscal year.
b) FY 17 -- The budget for the next fiscal year closely matches the budget for FY16. The budget again builds in an expected year end deficit -- this time only ~$17K since revenue is expected to increase due to an increase in dues.
c) Reviewed travel support requests for the May Norway sprint. Decided to approve all seven requests. Since the outcome of the sprint will be the first outcome of DDI 4 work (codebook views), will be important to bring together diverse group of folks.
d) The DDI 4 Advisory Group has asked the Executive Committee to approve bridge funding for the EDDI Sprint (if we hold the sprint) since participants will need to stay over the weekend. Travel funding does not typically cover weekend expenses. Decided to revisit this request after the Norway sprint. Will review each request individually.
e) The DDI 4 Advisory Group has asked the Executive Committee to approve two social dinners at Dagstuhl (instead of one). The present budget accounts for just one dinner at cost of $1,500. With two dinners, we estimate the costs to be around $2,200 (based on

last year's costs). This is $700 higher than what was budgeted. Decided to approve the two dinners since they provide a chance to recognize the work of the DDI community.

f) New tiered membership option goes into effect next year. Communication will go out to invoice recipient about selecting [tiered membership](#) options.

Annual Meeting

a) Annual Meeting preparation and agenda – The heads of the committees (Steve, Bill, Jared, Barry, Amber, Achim) will meet by the end of April to discuss preparations for the meeting.

b) The Executive Board will hold a dinner meeting in Bergen.

Strategic Plan (Steve)

a) Strategic plan follow-up. During the December call, we discussed drafting a timeframe for working toward a strategic plan, including a discussion at the June 2016 Membership meeting in Bergen. Steve will write up draft framework.

b) Reviewed Achim's "Mission and Guiding Principles" [document](#) from 2012. The purpose of this is to give a short statement for three audiences: 1) users (institutions, developers, etc): improving trust in the standard by guidelines and transparency in the sense that investments can be made in terms of metadata and software, 2) members of the alliance: improving trust in the standards development, 3) developers of the standard (i.e. TC): guidelines as framework, which should be followed.

Marketing and Promotion update

a. Update on WAPOR/AAPOR -- The Marketing and Partnerships Group is targeting [WAPOR 2016](#) to roll out a marketing approach for conferences. A document was created to define the strategy. This activity is in line with the group's goals for the fiscal year. Several proposals were submitted and accepted. The group is also planning a side meeting inviting CATI-CAPI providers and software vendors whom we can approach about DDI.

Training Group update

a. The Training Group has been working on an assessment of the redesigned DDI Alliance web site.

Moving Forward Project (DDI4)

a) Review of summary document from Dagstuhl – During the February meeting, we decided to post a public version of this document to the DDI Alliance web site. Steve will review first before the document is posted. The document can then be used as a to-do list for DDI 4 development.

b) Upcoming Sprints

i) [Edmonton](#) (April 11-15) -- This sprint was focused on preparing the model for the Q2 2016 Development Review. The goal of the sprint is to complete a consistency review of the DDI4 modeling, particularly reviewing consistent use of patterns and documentation content.

ii) [Norway](#) (May 23-27) -- This sprint will be preparing for development release Q3 2016 which focuses on the Functional View structure and the Codebook Functional View. This is the first Functional View to pull together content from a wide number of Library Packages.

Technical and Scientific Issues (Steve)

a) Workshop on Implementing Standards for Statistical Modernisation, on 21-23 September 2016 in Geneva, Switzerland – Arofan Gregory, who is a member of the Modernisation Committee on Standards, will represent the DDI Alliance at the meeting. He will RSVP by 6 May 2016.

b) License and Copyright of DDI products -- The Executive Committee reviewed and endorsed the report and recommendations from the Technical Committee. This report is based on a May 2015 review. Discussed proposing a Contributor's Agreement, which doesn't need to be part of the Bylaws but can be signed by people who contribute their work to the Alliance. This is important for both individuals and organizations.

c) The Technical Committee submitted the final [Development Review Report](#) for the Q1-2015 Development Draft Review. This was distributed to the Executive Board, Scientific Board, and Membership. The Board recognized and thanked the efforts of Wendy Thomas (Chair), Achim Wackerow (Vice-Chair), and the rest of the members of the Technical Committee for their work on this report.

d) The Technical Committee is now planning the final public review for the DDI RDF vocabularies Disco, XKOS, and PHDD. They are currently in the process to resolve last issues and to prepare the review. We evaluate currently new W3C vocabularies which might have a strong overlap to PHDD. The review should be announced in addition to the DDI lists to the specific lists focusing on semantic web technologies. A first public technical review took place in 2014. The following timeline is proposed: March 21 to April 22, Public Review (one month); April 23 to April 29 possible extension of Public Review (one week); April 25 or May 2 to May 27, resolution of issues, finalization of vocabularies (before the annual DDI meetings).

Other

e) Improved coordination among DDI committees -- The committee chairs from the Technical, Web, Training, and Marketing groups, along with Jared, are beginning to hold quarterly meetings to facilitate collaboration and coordination.

Future Agenda items

a) Review the progression of the Moving Forward (DDI4) project.
b) Strategic planning.